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28 May 1968

MEMORANDUM FOR: [REDACTED]

Chief, Support Services Staff

SUBJECT :

Meeting [REDACTED] on Proposed
Addition to the Agency Archives and Records Center

1. On Wednesday, 22 May, from 10:30 til 12:00 a meeting was held

[REDACTED] Present were:

- Chief, Records Administration Branch
- Project Engineer, Office of Logistics

- Assistant Security Officer, [REDACTED]
- Records Management Officer, RAB
- Chief, Archives and Records Center

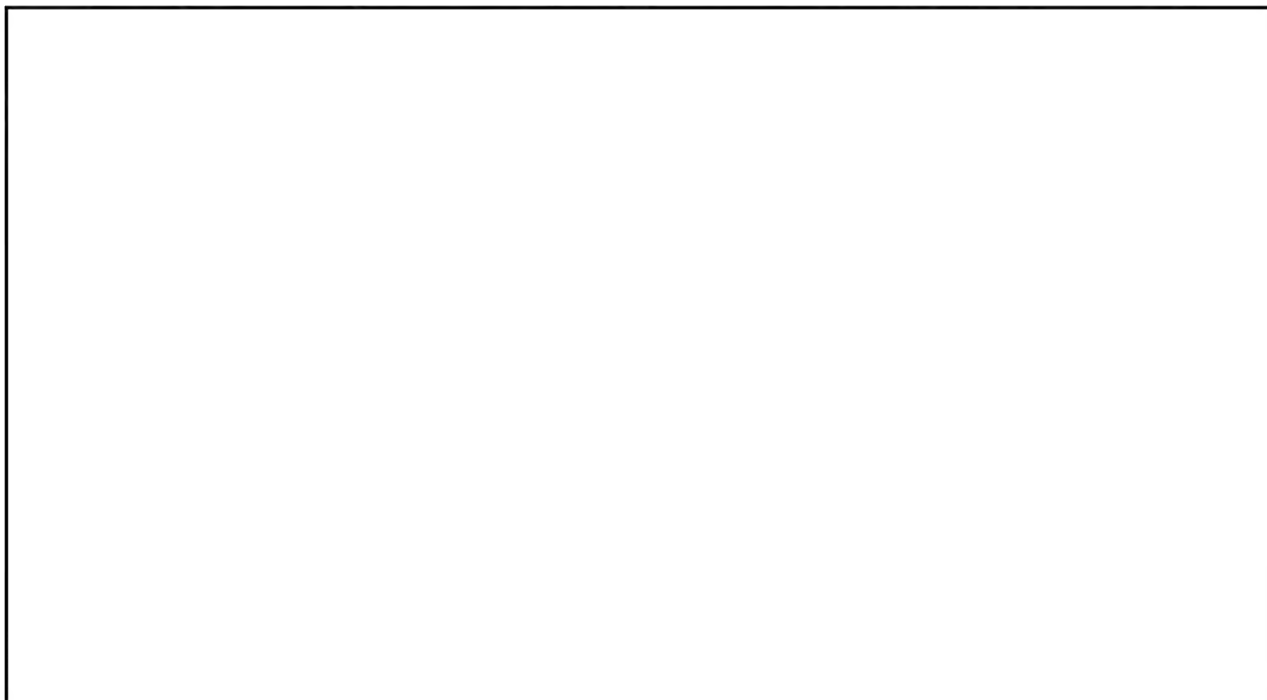
2. [REDACTED] distributed the attached revised draft (20 May) of his "Scope of the Feasibility Study" which has a few minor changes (✓) from the first draft (13 May) we reviewed.

3. [REDACTED] raised a question as to the use of the term "Records Storage Center" saying he felt that for security reasons we should not identify the use of the building. [REDACTED] explained that Records Centers were all over the country for industry, government and military organizations. He felt it is not new, unique, or indicative of the

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Agency or its activities. It was agreed that the word "Storage" would be omitted leaving the term "Records Center".

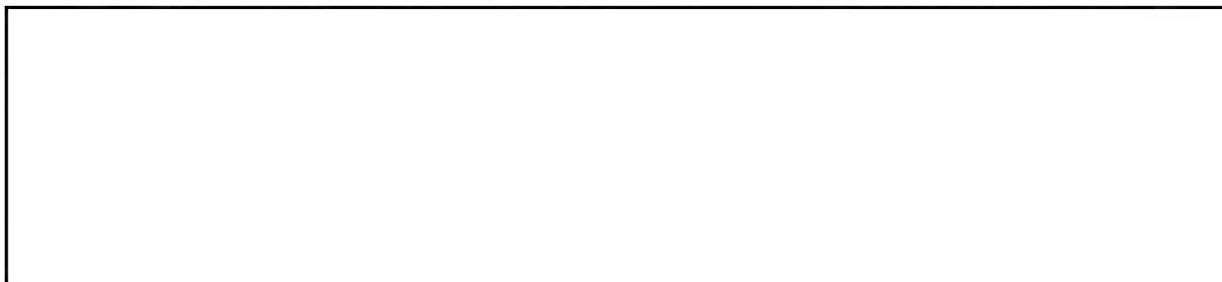
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5. explained that up until two months ago the possibility of the addition did not exist. His efforts have been concerned with the need for additional records storage space. His requests to Agency management and the current cost estimates of 1.3 million dollars include only the Records Center requirements. The addition of the several contingency proposals will add considerably to the costs and size of the proposed addition. He asked where these requirements were two months ago when he endeavored to obtain authority for more space for Agency records.

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7. [] raised the question of space in the building for communications and automation equipment as well as related conduits for cable lines and electricity. The subsequent discussion indicated the interest of the Records Center operation to develop a capability for secure transmission of voice, text, and images between the Center and Headquarters. The current workload includes some 500 services by courier each day and on the average of once a week a special emergency run to the Headquarters area. This has prompted some research during the past year concerning the feasibility of an image trasceiver and a KY-3 phone installation in the Center. This was not installed. The existence of 200 magnetic tapes, many punch cards, and microfilms raised the possibility of some Records Center involvement to service future automation needs at Headquarters. The related equipment and communication links for such possibilities are not known. It was agreed that [] would inquire of the Information Processing Coordinators as to possible needs related to the Records Center in current or future automation developments. A similar inquiry to [] in the Office of Communications was suggested.

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9. [] raised the question of microfilming operations as well as copy reproduction facilities. He also wishes to improve the space available for janitorial supplies beyond the small closet now in use. They also need a room for Records Center supplies such as their boxes, tapes, and other space consuming necessities.

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10. The recommended completion date for the Feasibility Study was moved up to 1 October 1968. [] explained that [] would have to be the contact with the engineers doing the Study but others would meet with them. At present the Office of Logistics and Mr.

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12. [] will complete the "Scope" details and will coordinate it before it is forwarded in the coming week. The plan is to meet soon thereafter with []

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13. After the meeting [] met with [] in his office and with [] in the Record.

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Chief, Records Administration Branch

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Attachments

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